#### STATE OF HAWAII

## STATE PROCUREMENT OFFICE

### REGISTRATION STATEMENT

OF HEALTH AND HUMAN SERVICE PROVIDER RESPONSIBILITY (CHAPTER 103F, HRS)				
1. APPLICANT INFORMATION:	CONTACT PERSON FOR MATTERS INVOLVING THIS STATEMENT:			
Legal Name:	Name:			
	Title:			
DBA:	Phone: Fax: e-mail:			
3. Address:	4. Type of Business Entity:			
Street Address:	Non Profit Corporation  For Profit Corporation  Limited Liability Company  Sole Proprietorship  Partnership			
Mailing Address:	5.GEOGRAPHIC AREA(S) APPLICANT IS  INTERESTED IN SERVING:  EAST HAWAI'I KAUA'I  WEST HAWAI'I LEEWARD O'AHU  MAUI CENTRAL O'AHU  MOLOKA'I WINDWARD O'AHU			
6. GENERAL POPULATION(S) APPLICANT IS INTERESTED IN SERVING:	7. SPECIAL POPULATION(S) APPLICANT IS INTERESTED IN SERVING:			
□ CHILDREN: 0-3 YEARS OF AGE   □ CHILDREN: 3-5 YEARS OF AGE   □ CHILDREN: 5-10 YEARS OF AGE   □ CHILDREN: 10-12 YEARS OF AGE   □ ADOLESCENTS: 12-18 YEARS OF AGE   □ ADOLESCENTS AND ADULTS: 18-21 YEARS OF AGE   □ ADULTS: 21-59+ YEARS OF AGE   □ ELDERS: 60+ YEARS OF AGE   □ FAMILIES   □ OTHER	CHILDREN WITH SPECIAL NEEDS UNDER THE AGE OF 3 CHILDREN WITH SPECIAL NEEDS OVER THE AGE OF 3 INCARCERATED YOUTH ADJUDICATED YOUTH RESIDING IN THE COMMUNITY CHILDREN AND ADOLESCENTS IN NEED OF MENTAL HEALTH SERVICES CHILDREN WHO HAVE BEEN HARMED OR ARE THREATENED WITH HARM AND THEIR FAMILIES SERIOUSLY MENTALLY ILL ADULTS PERSONS WITH DEVELOPMENTAL DISABILITIES/MENTAL RETARDATION INCARCERATED ADULTS ADULTS UNDER THE SUPERVISION OF THE COURTS DEPENDANT OR DISABLED ADULTS OVER THE AGE OF 18			
	☐ OTHER			

# STATE PROCUREMENT OFFICE REGISTRATION STATEMENT OF HEALTH AND HUMAN SERVICE PROVIDER RESPONSIBILITY (CHAPTER 103F, HRS)

WHEREAS, the undersigned provider of health and human services (the "Provider") is interested in competing for contracts awarded by the State of Hawai'i (the "State") for the provision of health and human services to Hawai'i residents, and desires to make this Registration Statement of Provider Responsibility ("Statement") in an effort to help promote greater efficiency in the competitive purchase of service procurement process pursuant to chapter 103F, HRS; and

WHEREAS, this Statement covers only general factors governing the responsibility of providers, and individual state agencies may have more or less stringent requirements for establishing the responsibility of providers;

NOW, THEREFORE, the Provider makes the following statements and representations as evidence of the Provider's responsibility, compliance with applicable law, and sound business practices:

- 1. <u>Tax Clearance Certificate</u>. The Provider has obtained, or will obtain before any award of a contract to the Provider, a tax clearance certificate for both federal and state taxes.
- 2. <u>Liability Insurance</u>. The Provider has obtained, or will obtain before any award of a contract to the Provider, liability insurance in the amount of at least one million dollars (\$1,000,000).
- 3. <u>Discrimination</u>. The Provider is in compliance with all applicable federal, state, and county laws forbidding discrimination, and shall maintain such compliance throughout the term of any contract awarded to the Provider by the State.
- 4. <u>Persons with Disabilities</u>. The Provider is in compliance with all applicable federal, state, and county laws governing the treatment of persons with disabilities, and shall maintain such compliance throughout the term of any contract awarded to the Provider by the State.
- 5. <u>Smoking</u>. The Provider is in compliance with Chapter 328K, HRS, and shall maintain such compliance throughout the term of any contract awarded to the Provider by the State.
- 6. <u>Drug-Free Workplace</u>. The Provider is in compliance with the Drug Free Workplace Act of 1988, and shall maintain such compliance throughout the term of any contract awarded to the Provider by the State.
- 7. <u>Licenses and Permits</u>. The Provider has all licenses, certifications, and permits required by applicable federal, state, and county law in order to conduct the Provider's business, and shall maintain such licenses, certifications, and permits throughout the term of any contract awarded to the Provider by the State.

- 8. <u>General Law</u>. In addition to the areas specifically addressed in items 1-7 above, the Provider is in compliance with all applicable federal, state, and county law, and shall maintain such compliance throughout the term of any contract awarded to the Provider by the State.
- 9. <u>Business Practices</u>. The Provider conducts its business affairs in a professional manner that meets or exceeds the standard industry practices for similarly situated providers as to the following areas, as applicable:
  - a. fiscal or accounting policies and procedures, or both;
  - b. personnel policies and procedures;
  - c. program policies and procedures;
  - d. written policies required by applicable federal, state, or county law; and
  - e. client and employee grievance policies and procedures.
- 10. <u>Documentation</u>. In the event that the Provider decides to compete for the award of a contract with the State, the Provider will cooperate with any reasonable request from the State for documents supporting this Statement.
- 11. <u>Duty to Update Registration Information</u>. Whenever there is a change to a registered Provider's status, it is the duty of the provider to update documents submitted for registration within fifteen calendar days and shall be submitted to the State Procurement Office.

The undersigned authorized representative of the Provider certifies that this statement is true and correct to the best of the Provider's knowledge.

DATED:				
(Date	e) (C	City)	(State)	
Individuals:		Organizations:		
(Typed Name of Individual)		(Typed N	Tame of Organization)	
	By: _			
(Signature)	<u> </u>		(Signature)	
	_	(*	Typed Name)	
	Its: _			
(Social Security Number or Federal Taxpayer ID Number)			(Position)	
(State General Excise Tax Number)	_	(Federal Taxp	vayer I.D. Number or EIN)	
	_	(State Gene	ral Excise Tax Number)	